

MONTGOMERY COUNTY SUBDIVISION ORDINANCE MAJOR SUBDIVISION CHECKLIST

Subdivision Name: _____
 Plat Date: _____
 Job No.: _____

Subdivider Name: _____
 Company: _____
 Contact Information: _____

Surveyor/
Engineer Name: _____
 License No.: _____
 Company: _____
 Contact Information: _____

General:

- ___ Prepared by Virginia certified professional engineer or land surveyor
- ___ Remainder parcel also surveyed (if less than 20 acres and no previous plat on record)
- ___ Location of existing and proposed monuments shown
- ___ Location of existing dwellings and their drain fields and reserve areas shown
- ___ Location of any grave, object or structure marking a place of burial shown
- ___ Location of existing culverts, drains and watercourses, and sinkholes shown

Plat Features:

- ___ Note and title bar identify as "Major Subdivision"
- ___ Note identifying name and address of legal owner
- ___ Name and address of chief officer (if legal owner is a corporation)
- ___ Note identifying tax parcel map number and parcel ID number
- ___ Note identifying zoning district and setback (front, rear, side) minimums
- ___ Reference Special Use Permit, Proffered Conditions or Variance (if applicable)
- ___ Note giving total area subdivided and area dedicated for right-of-ways
- ___ North arrow with source of meridian shown
- ___ Date of drawing and graphic scale shown
- ___ Vicinity map shown
- ___ Names of adjoining property owners and parcel deed/plat references shown
- ___ Digital version provided meeting departmental guidelines

Lot design and arrangement:

- ___ Dimensions of each lot shown
- ___ Location of building setback lines shown
- ___ Table listing acreage and frontage of each lot shown
- ___ Meet minimum lot size for zoning district
- ___ Meet minimum lot frontage on a public street for zoning district
- ___ Exception for one lot on 40' right-of-way (if A-1 parent parcel)
- ___ Provide private access easement note
- ___ Meet maximum length/width ratio for zoning district (if lot less than 20 acres)
- ___ Lot assignment table shown (if A-1 or C-1 districts) and completed correctly
- ___ Access to existing streets minimized
- ___ Meet minimum setbacks for any existing structures

Montgomery County Major Subdivision Checklist Page 2 of 3

Floodplains:

- ☐ Note identifying flood zone and applicable Flood Insurance Rate Map
- ☐ Location of HUD/FEMA designated 100-year flood plain and base flood elevations shown
- ☐ Location of approximated 100-year flood plains shown
- ☐ Base flood elevations calculated (if 5+ lots or 50+ acres)
- ☐ Area of 100-year flood plain calculated (if RM-1, PUD-COM or PUD-RES districts)

Water:

- ☐ Public water (required if within 200' of an existing water line)
 - ☐ Note that all lots served by public water
 - ☐ Location of easements from lots to existing water lines (15' minimum width) shown
 - ☐ Fire hydrants meeting section 8-154 criteria shown
 - ☐ Town/PSA Subdivision Approval Letter (documentation)
- OR
- ☐ Proposed well locations shown

Sewer:

- ☐ Each drain field and reserve area located within the lot they serve
 - ☐ Public sewer (required if within 200' of an existing sewer line)
 - ☐ Note that all lots served by public sewer
 - ☐ Location of easements from lots to existing sewer lines (15' minimum width) shown
 - ☐ Town/PSA Subdivision Approval Letter (documentation)
- OR
- ☐ VDH approval for each individual lot (unless exempted by 8-153b)
 - ☐ VDH septic system permit numbers for each lot shown
 - ☐ Location of VDH approved drain fields and reserve areas for each lot shown
 - ☐ Location of any drain field/reserve area easements on adjoining properties shown
- OR
- ☐ Private soil evaluations for each individual lot (unless exempted by 8-153b)
 - ☐ VDH Subdivision Approval Statement for use with private soil evaluations
 - ☐ VDH Subdivision Approval Letter (documentation) for private soil evaluations
 - ☐ Location of approved drain fields and reserve areas for each lot shown
 - ☐ Location of any drain field/reserve area easements on adjoining properties shown

Streets:

- ☐ Existing street names, route numbers and right-of-way widths shown
- ☐ New street right-of-way widths, proposed maximum grades and names shown
- ☐ Lots abut streets meeting VDOT right-of-way standards (Additional right-of-way dedicated if lots abut streets with less than 50' rights-of-way)
- ☐ Provision for continuation of streets into adjoining properties
- ☐ VDOT Subdivision Approval Letter for road construction & drainage plans (documentation)

Stormwater:

- ☐ County Engineer Approval Letter for erosion & sediment control plans (documentation)
- ☐ Stormwater detention facilities meet state standards (County Engineer)
- ☐ Easements for detention facilities shown
- ☐ Note stating Homeowner's Association responsible for future maintenance & liability
- ☐ County Attorney Approval Letter of Homeowner's Association Bylaws for future maintenance & liability (documentation)

Montgomery County Major Subdivision Checklist Page 3 of 3

Public Utility and Drainage Easements:

- ☐ Location of public utility easements (15' minimum width) shown
- ☐ Location of drainage easements (15' minimum width) extending to a natural water course shown
- ☐ Note that all utilities shall be installed underground (if 4+ lots)

Plat Statements:

- ☐ Owner's Statement including dedication to Montgomery County to be signed by property owners
- ☐ Notary's Statement for owner's signature
- ☐ Conforming statement to be signed by surveyor/engineer
- ☐ Source of Title to be signed by surveyor/engineer
- ☐ Seal of surveyor to be signed by surveyor/engineer
- ☐ Approving Statement to be signed by Board of Supervisors, Planning Commission, County Engineer and Subdivision Agent
- ☐ Approving Statement to be signed by VDOT Resident Engineer
- ☐ Approving Statement to be signed by VDH, if applicable

Plat Review Fee Paid:

☐ \$ _____ Date _____

Montgomery County Planning & GIS Services

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